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19 May 1951

MEMORANDUM FOR: CHIEF, TRD

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THROUGH: Joint Training Committee

SUBJECT: OSO Training Requirements

Reference: Memorandum from Director of Training to ADSO and ADPC, dated 23 April 1951, para 1 b.

1. In order to acquaint TRD and the Joint Training Committee with the training requirements of OSO regarding adequate protection of the security of its operations and personnel, a summary of such requirements is set forth below. OSO has the highest appreciation of the efforts and methods through which TRD in the past has endeavored to do justice to the security considerations of OSO operations. Nevertheless, it is considered appropriate to restate and confirm such continuing requirements in order to ensure that they continue to be met, whatever the form of training organization, the types of training facilities, and the experience and qualifications of the instructing staffs may be at any given time.

2. General Principles

Specific requirements as listed below are based upon the following general principles:

a. Covert Training is an integral element of clandestine operations. It has developed and grown with the mission and responsibilities of the operational offices, as assigned to CIA by NSC Directives. Since the mission of OSO consists of selection, training and dispatching clandestine operatives, covert training is an integral part of this process.

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b. In order to properly fulfill its operational responsibilities covert training has to reach two objectives:

(1) provide the most effective, realistic and dynamic training to the personnel who are to conduct clandestine operations;

(2) provide throughout the training process the highest degree of protection to the security of clandestine operations and clandestine operations personnel;

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c. In order to be effective the instruction must be conducted by individuals who have had operational experience with OSO or OPC.

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d. Close coordination by the operational case officers and training officers is a vital necessity in the preparation, development, and continuous revision of operationally realistic training programs.

e. The need for protection of OSO personnel applies to both Staff and Agent personnel.

3. Requirements

Security requirements of OSO to be considered in the training process exist in the following four fields which, though closely related to each other, are dealt with separately below:

a. Security of Personnel:

(1) Protection of Trainees. The training period constitutes an extremely vulnerable phase of clandestine activities. The safety of our field operatives depends partly on the care and security with which their training and processing are handled. Training administration of OSO students should, therefore, be conducted in accordance with security requirements of this office. This applies specifically to:

(a) protection of the trainee's identity, where operationally necessary, and the secure handling of pseudonyms and other protective devices;

(b) concealment, where feasible, of the trainee's affiliation with OSO and CIA;

(c) secure handling of information concerning the trainee's projected job assignment, his destination, his previous intelligence experience, his special qualification (e.g. Russian language, polygraph expert, O.B. specialist). While OSO will provide the Training Staff with as much background information on trainees as required for training and evaluation purposes, it is essential that this information be well protected and used only on a "need-to-know" basis.

(2) Protection of Instructors. Similar requirements exist with respect to the security protection of instructing personnel. Since TRD is and will continue to be using operationally experienced officers of OSO for regular tours of duty on the instructing staff, the future operational usefulness of these officers is a matter of great concern to this office. The exposure of such personnel

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to large numbers of students presents a potential security risk which is even greater in cases of instructors employed in the training of foreign nationals.

b. Security of Training Installations:

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The proper protection of training installations employed for training and holding of either Staff or Agent personnel is a problem of which TRD is already keenly aware. The expanding training activities require careful planning and implementation of adequate cover arrangements and security devices for new installations, in order to provide the needed protection of the activities conducted, as well as of the individuals trained at those installations.

c. Security of Training Materials:

(1) As our training operations in the U.S. and overseas increase in volume, scope and specialization of instruction, the control of training materials becomes increasingly more important. Additional safeguards have to be applied in releasing, sterilizing, disseminating, and using various kinds of materials to be employed for training in the U.S. and overseas. In this connection, TRD is commended for the secure approach which it does apply in the screening of training materials requested for overseas use.

(2) Training materials which OSO considers to be particularly sensitive, include:

- (a) Case histories or dossiers concerning actual operations conducted by OSO or in which OSO maintains an interest;
- (b) Summaries of de-briefings of OSO operations personnel;
- (c) OSO Publications (Regulations, Notices and Charts);
- (d) Studies on foreign intelligence and security services and on the covert aspects of Soviet, Satellite, and Communist activities and methods;
- (e) OSO intelligence information reports, used for training purposes;
- (f) Staff studies and students' handbooks on techniques of clandestine operations employed by OSO;
- (g) Training schedules and outlines.

d. Security of OSO Operations:

(1) While training has to be realistic in order to properly prepare students for their various job responsibilities, the security of our operations has to be a determining factor in the conduct of training. The knowledge of OSO operations which requires particular protection includes information on:

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- (a) Organization of OSO, its functions, T/O, actual strength, network of support stations, and key personnel, staff and agents;
- (b) Collection requirements and priorities;
- (c) Operational data of any kind;
- (d) Currently conducted operations, their targets, and the media employed;
- (e) Operational plans and projects;
- (f) Special operational techniques, methods and procedures;
- (g) Training requirements as related to specific areas and field stations;
- (h) Special Training Projects.

To these items needs to be added information on general training requirements, training courses, training patterns, and special training techniques and devices, in as much as such information would be an indication of operational plans, projects, activities and methods of OSO.

(2) Continuous watchfulness and security discipline are required in order to prevent the unauthorized acquisition of knowledge of OSO operations by students, or the unauthorized use of such knowledge acquired during the training process. OSO appreciates and urges continuation of the current practice by which the security classification of the content and material covered in various training phases is gradually increased, as the students progress through training, in order to exclude the possibility that they may be exposed to sensitive information before their definite place and future with the organization is determined.

4. Conclusions.

a. OSO is confident that TRD will continue to meet its security requirements with appropriate measures. New procedures in addition to those now in practice may have to be designed. This office offers its entire cooperation in the matter; the OSO Training Officer will be available for suggestions and discussions.

b. This office is of the opinion that TRD can make a major contribution towards the security of our operations by devising and applying procedures through which a tight security can be maintained during the entire training process, and by providing effective and realistic security training to all OSO personnel.

cc: Director of Training
ADFC

Training Officer, OSO

W. G. WYMAN
Assistant Director
Special Operations

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